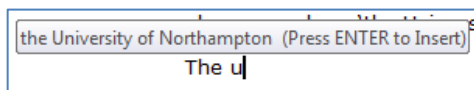


10+ Word 2010 Tips for Incredibly Busy People

Please also see the associated [10+ IT Tips for Incredibly Busy People Google+ Community](#) and the [Lynda.com Word 2010 Essential training](#).

1. Quick parts and Autotext



As you type in the first few characters, Autotext pops up letting you know you can press Enter to insert the rest of the text. Great for saving time.

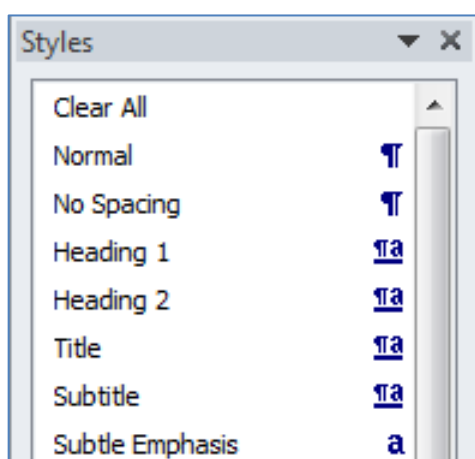
Use the **Quick Parts** Gallery to create, store, and find reusable pieces of content, such as content you regularly type into documents, or even signatures. To add content:

1. type it out, or find where it has already been written in a Word doc
2. select all of the text you wish to use
3. go to Insert > Quick Parts > Save selection to Quick Parts Gallery
4. Give it a name and alter settings if required (like

Reinsert content again via the Insert > Quick Parts drop down, which shows a preview of content.

Autotext works differently in that if you save a piece of content instead to Autotext (at step 3 above, choose Autotext instead), when you start to type out the first part of that content, it will ask you via a pop-up whether you want to auto-insert the remaining text. This is especially useful for long phrases such as 'the University of Northampton' etc.

2. Styles



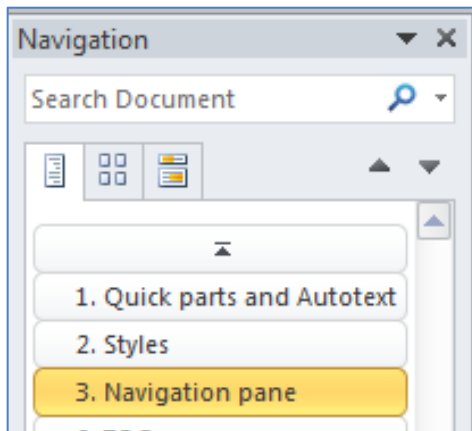
Use the Styles web dialogue box launcher to show the styles window which can then be dragged around

If there's one thing you should put effort into learning within Word, it has to be Styles. Styles quickly and easily allow you to apply a set of formatting choices consistently throughout your document.

They're so easy to use and can really make the difference to how professional your documents look. They also open up the use of Tables of contents, and make your documents much more accessible (see the [Universal Design NILE site](#) for more details on creating fully accessible Microsoft Office documents).

For full details and step by step training on how to use Styles in Word 2010 see the [Lynda.com Word 2010 Essential training](#) > then view **Chapter 6. Using Styles for More Effective Formatting.**

3. Navigation pane



This document for instance has structured headers throughout

If you've applied headers throughout your document (and you really should – see *Styles* above for how to do this), then you can use the Navigation Pane to get an overview of the structure of the document.

The navigation pane lets you easily navigate around the document. It also lets you reorder content easily, or delete whole sections. Use it to also ensure you haven't accidentally applied header styles to incorrect text.

Go to View > and tick the Navigation Pane check box to open a pane on the left. Hint: you may even want to right click on this checkbox and add it to your Quick Access Toolbar. See the [10+ IT Tips for Incredibly Busy People](#) for guidance on how to use your Quick Access Toolbar.

4. Table of Contents

Contents	
1. Quick parts and Autotext.....	1
2. Styles.....	1
3. Navigation pane.....	2
4. Table of Contents.....	2
1. Web dialogue box launchers.....	2
7. Check accessibility.....	3
8. Protect document.....	3
9. Paragraph 'Add space after para.' etc.....	3
10. Page breaks / breaks.....	4
12. Pin documents.....	4
13. Recover unsaved docs.....	4
14. Tabs.....	4
15. Change case.....	4
16. Paste options.....	5
17. Picture format, design and layout.....	5
18. Text boxes, formatted.....	5
19. Split screen.....	5
20. Tables – delete table.....	6

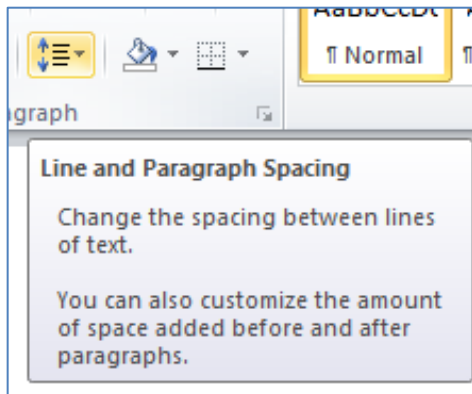
A TOC is really useful for long documents

If you've applied headers throughout your document, then you can easily add a Table of Contents (or TOC) should you wish to.

First of all place your cursor where you would like the TOC to go, then go to References > Table of Contents drop down > then choose a TOC (usually Automatic Table 1 will suffice).

Be aware though - if you alter the document, you must also update the TOC! It *doesn't* do this automatically. Simply right click on the TOC and select update.

5. Add or delete space after paragraphs

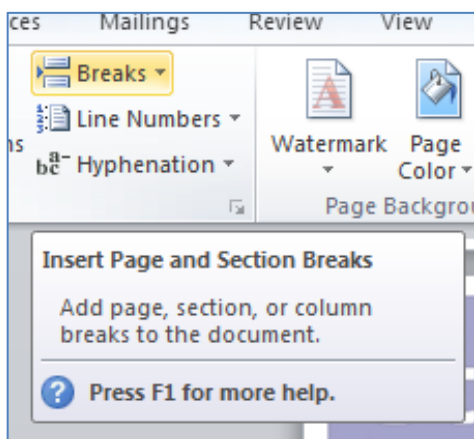


A really quick and easy way to add or delete space before or after paragraphs (rather than just adding more carriage returns which don't work well in certain situations) is to use the Line and Paragraph Spacing button within Home > Paragraph group.

Use this button to also access Line spacing options for the whole document (also accessible via the web dialogue box launcher).

Quickly change spacing before or after individual paragraphs

6. Page breaks and section breaks



Another really useful feature to take time to understand and be able to use are page breaks and section breaks.

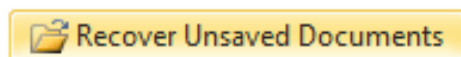
Page breaks are certainly easier to understand. They simply ensure text starts on the next page. Add page breaks easily using ctrl + Enter.

However sections breaks allow you to alter pages throughout your document so that they can have different headers, footers, columns, page numbering or even different orientations.

Use the Page Layout tab > Breaks dropdown to alter

For full details and step by step training see the [Lynda.com Word 2010 Essential training](#) > then view **Chapter 10. Modifying Page Layout.**

7. File > Recent Documents



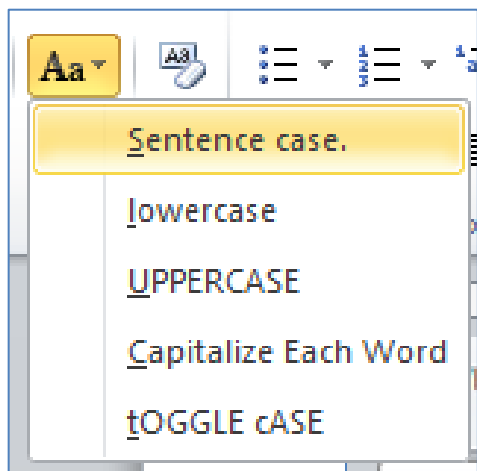
Use the above button (at the bottom of the page in File > Recent documents) to retrieve files you may have accidentally closed without saving

There's some really useful features to know about within file > Recent.

Firstly you can pin regularly used documents or folders here so that they're easily accessible. See the [10+ IT Tips for Incredibly Busy People](#) for guidance.

You can also retrieve files you may have mistakenly closed without saving. Note: this may not work if you have logged off as the cache may have been cleared.

8. Change case



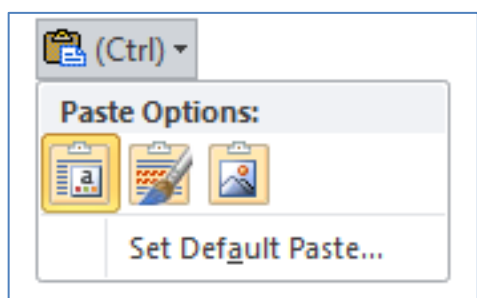
Change the case of texts quickly and easily

Word has a really useful feature for altering the Case of any text.

For instance if you've accidentally written an entire sentence in CAPS, rather than having to delete it and retype again correctly, instead copy it into Word, select it and then use the Change Case command to alter back to lowercase or Sentence case.

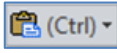
See this button within Home > Font group.

9. Paste options



Click on the (Ctrl) icon after pasting to alter the formatting of pasted content

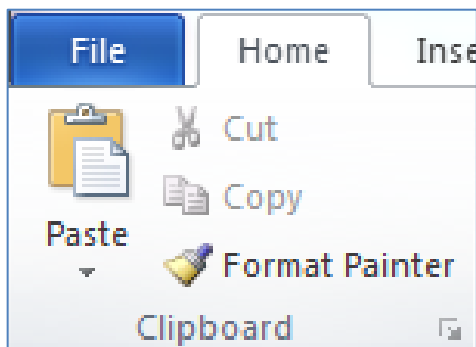
If you copy and paste content either within Word or into Word from an external programme, be aware of the different paste options as you can quickly alter the pasted content's appearance. After copying content there are then 2 options for pasting content:

1. Use the Home > Paste drop down to choose the style of formatting before pasting.
2. After you paste content, at the bottom right of the pasted content is the  icon. Click on this *before* further editing the text and choose between:

- Keep source formatting (so the content looks the same as where you copied it from)
- Merge formatting (so it will take on the look of the document you're pasting it into)
- Keep text only (just pastes the text with no formatting applied)

You can also set the default paste value for future pastes.

10. Format Painter



Double clicking the Format Painter button locks in the Format Painter so you can reuse it

Use the Format Painter to quickly copy formatting from one thing in a document to another.

Select the thing you like the look of, click Format Painter on the Home tab, and then click the thing you want to change to look the same.

Double click the Format Painter button to lock the command. This then allows you to scroll throughout the document and easily apply the same format to any content you then select. Click the Format Painter button to deselect the tool.

11. Split box control



Work on separate places in the same documents using the split box control

If you want to review and work on two pieces of content within the same document, use the split box controls to split the window into panes at any position on the worksheet. You can then scroll the document in either pane.

To split the screen use the icon situated just above the right hand side scroll bar. Drag the little bar downwards to split the view.

